DATE: April 5, 2016

TO: Human Trafficking Trainers

FROM: Bethany Gilot, Human Trafficking Director

SUBJECT: HTST Training Requirements and Acknowledgement Form

This memo includes an outline of HTST training requirements for Department Staff and HTST Train the Trainer Requirements.

Attached you will find three documents related to:

- Standards for Human Trafficking Screeners which outline requirements and procedures to be carried out while administering the Human Trafficking Screening Tool.
- Human Trafficking Screening Tool Trainer steps to certification.
- HTST Training requirements for Department Staff.
- In-Service requirements outlining refresher course information.
- HTST Acknowledgement Form.
- HTST Qualified Trainer Agreement.

If you have any questions regarding this document as it relates to the Human Trafficking Screening Tool training requirements, you may contact Bethany Gilot at 850-717-2714 or Bethany.Brimer@djj.state.fl.us
Human Trafficking Screening Tool (HTST) Training

HTST Definitions
Standards for Human Trafficking Screening Tool Screeners
Human Trafficking Screening Tool Trainers
HTST Initial Training and In-Service Requirements

HTST DEFINITIONS

Human Trafficking: The federal Trafficking Victims Protection Act defines “severe forms of trafficking in persons” as

A. Sex Trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
B. The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

A victim need not be physically transported from one location to another in order for crime to fall within these definitions.

Commercial Sexual Exploitation of Children (CSEC): Another term used for the sex trafficking of minors in which a youth (under 18 years of age) is induced to perform a commercial sex act.

Contractor: A service provider who provides services on recurring basis pursuant to a contractual agreement within the agency.

Department Approved Screening Tool: A screening tool specifically designed to screen for potential Human Trafficking victimization that has been approved for use by the Department of Juvenile Justice.

Human Trafficking Screening Tool (HTST): The screening tool approved by the Department designed to screen for potential Human Trafficking victimization.

Department Staff: An employee of the Department, an employee of a contracted provider, a person contracted by a contracted provider.

Florida Abuse Hotline: The entity in the Department of Children and Families that receives allegations of child abuse and neglect. Child Protective Investigators conduct investigations of allegations of abuse and neglect.

Intake Facility: A facility primarily used for the intake of a youth upon arrest for screening and processing purposes, including Juvenile Assessment Centers.

Youth: Any person under the supervision or care of the Department of Juvenile Justice.

HTST Acknowledgement Form: The Department of Juvenile Justice (DJJ) recognizes the Human Trafficking Screening Tool (HTST) as the standardized instrument for determining if a youth is a possible Human Trafficking victim. By signature and date, staff acknowledges that they received required HTST training and agree to follow all HTST policies and procedures. The document must be signed upon the successful completion of the initial training.
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STANDARDS FOR HUMAN TRAFFICKING SCREENING TOOL SCREENERS

Designated Department Staff shall use the Department Approved Screening Tool to screen for possible victimization if youth meet the criteria as outlined in FDJ 1925.

Department Staff shall ensure that all youth with disabilities have an equal opportunity to participate or benefit from all aspects of the Department’s efforts to prevent, detect, and respond to Human Trafficking victimization.

If the youth “likely is” or “definitely is” a victim of Human Trafficking as indicated by the Department Approved Screening Tool, or if the staff is “not sure” if the youth is a victim or youth discloses such information, the Department Staff shall contact the Florida Abuse Hotline at 1-800-96-ABUSE. The supervisor shall be responsible for ensuring all cases necessitating a report to the Florida Abuse Hotline, have been called in within 72 hours of completion of the Department Approved Screening Tool. If staff are unsure whether the youth is a victim of Human Trafficking, they should consult with their immediate supervisor.

If the Florida Abuse Hotline accepts the report, the Department Staff shall utilize the E-mail function within the Department Approved Screening Tool. These E-mails will be forwarded to their local Department of Children and Families representative, their Circuit’s Juvenile Probation Human Trafficking Liaison, and Department of Juvenile Justice’s Human Trafficking Director.

The Department’s Juvenile Probation Human Trafficking Liaisons shall determine the outcome of each case within their designated circuit that was called into the Florida Abuse Hotline. If the outcome of the investigation was “not verified”, then no further actions as to alerts shall be taken in the JJIS system. If the outcome was “verified”, then the Department’s Juvenile Probation Human Trafficking Liaison shall modify the Human Trafficking related alert in the JJIS system. The appropriate alerts include: CSEC Verified and Labor Trafficked Verified.

Department Staff shall utilize the paper-based version of the screening tool when interviewing youth. The Department Staff that completed the paper-based version of the tool, shall also be the one to enter the information into the computer-based screening tool. The paper-based Department Approved Screening Tool shall be placed in the youth’s file and provided to the youth’s Juvenile Probation Officer.

If the youth becomes distressed at any time during the screening process, Department Staff shall immediately discontinue the screening and seek mental health support for the youth. If possible, Department Staff should try to complete the tool at a later date, and the youth’s Juvenile Probation Officer shall be responsible for ensuring the tool is complete within 14 days of initial assessment attempt.
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HUMAN TRAFFICKING SCREENING TOOL TRAINERS

Human Trafficking Screening Tool Trainer candidates must:

- Be employed as DJJ Staff or Contract Provider.
- Receive a recommendation from the Circuit Chief Probation Office to attend the HTST Train the Trainer Course (TTT).
- Have successfully completed Instructor Techniques Workshop (ITW) offered by DJJ Staff Development and Training prior to the HTST TTT course.
- Have successfully completed the HTST Train the Trainer Course prior to training Department Staff on the HTST.

HTST Train the Trainer Course will include the following:

- Attend a Human Trafficking Screening Tool Train the Trainer Webinar (minimum of 3 hours).
- Attend an in-person Human Trafficking Screening Tool Train the Trainer Course (minimum of 3 hours) in which trainers will be observed providing the HTST Instructor-Led training.
- Sign off on the HTST Qualified Trainer Agreement

HTST Trainers may administer the Human Trafficking initial and refresher courses.

HTST Trainers must:

- Train or co-facilitate HTST Training at a minimum of 8 hours, two trainings per year.
- Register all classes in SkillPro at least two weeks prior to the class.
- Finalize all rosters in SkillPro after the class, based on the sign-in sheets.
- Review HTST Training materials upon request.
- Participate in HTST Trainer conference calls.
- Act as subject matter experts for matter related to the HTST.
- Communicate HTST related issues to the Human Trafficking Director.

HTST INITIAL TRAINING

Prior to being assigned the task of completing the Human Trafficking Screening Tool (HTST) the following initial training requirements must be completed:

Provider/OPS Staff:

- Complete Human Trafficking Training Course in SkillPro.
- Complete the instructor led Human Trafficking Screening Tool Training to include:
  - Human Trafficking 101
  - Trauma-Informed Screening
  - HTST Background
  - Instruction for Administration and HTST Administration Guide
- Complete the instructor led JJIS navigation of the HTST.
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**DJJ Probation Staff:**

- Complete the following lessons on Human Trafficking to include:
  - JJIS navigation of the HTST (as a part of JJIS training)
  - Instructions for Administration (in academy)
  - HTST Protocol (in academy)
  - HTST Administration Guide (in academy)
  - HT 101 (SkillPro pre-academy)

**Note:** In order to be granted JJIS permissions to complete the HTST, Department Staff must complete the applicable requirements as outlined above. For staff who attend the Academy prior to implementation of the new curriculum, JJIS HTST permissions can be granted by Data Integrity Officers as long as Department Staff have completed the Human Trafficking 101 Course in SkillPro, and the JJIS HTST Navigation Course.

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**IN-SERVICE REQUIREMENTS**

**Human Trafficking 101:**

Direct Care Staff requirements are outlined in FDJJ 1520, Employee Training and Florida Administrative Code Rule 63-H, Staff Training.

- Those employees referenced in FDJJ 1520 are required to take a refresher training every two years. The Department, or contracted entity, shall be responsible for devising a way to ensure and/or document that their employees referenced in FDJJ 1520 have completed the required initial and biennial human trafficking training.

**HTST Training Requirements:**

- HTST Training refresher courses will be required to be completed 1 time per year. Department Staff will be required to participate in an instructor led HTST annual in-person training in order to continue administering the HTST.

- Instructor led HTST refresher course shall include:
  - HT 101
  - Instructions for Administration
  - Trauma-Informed Screening
  - Any recent changes to the HTST
  - Any changes in protocol regarding implementation of the HTST
Human Trafficking Screening Tool
Acknowledgement Form

Please Print: ___________________   ___________________   ___________________
Last Name                     First Name                     PF ID #

1. I understand that the Department of Juvenile Justice (DJJ) recognized the Human Trafficking Screening Tool (HTST) as the standardized instrument for determining if a youth is a possible Human Trafficking victim.

2. I understand that the HTST directs the decision-making process as to whether or not the youth is in need of specialized mental health or placement services to address their Human Trafficking victimization or possible Human Trafficking victimization.

3. I understand that all youth with a history of 4 or more instances of running away or a history of sexual abuse as defined by the PACT as well as any youth that comes in on a sexual perpetration charge or for which law enforcement, service provider, DCF, DJJ, medical, school staff or youth’s guardian suspects Human Trafficking must be screened using the HTST.

4. I understand that the role of DJJ includes providing a copy of the HTST to the designated staff member from the Department of Children and Families if the HTST results in a report accepted by the Florida Abuse Hotline for Human Trafficking.

5. I understand that I must make a diligent and timely effort to gather information from the parent(s)/guardian(s) and/or the person reporting any concerns that the youth is a Human Trafficking victim.

6. I understand that, if appropriate, I will make recommendations to the court on services to meet the needs of a youth identified as a possible Human Trafficking victim.

7. I understand that it is the role of the Department of Children and Families, not DJJ, to conduct the investigation into the possible abuse and to make the final decision as to whether a case of alleged Human Trafficking is verified.

8. I acknowledge that I have been trained on the purpose of the HTST.

9. I acknowledge that the training included a review of Human Trafficking 101 and all elements of the HTST including screening criteria, administration of the HTST, JJIS navigation of the HTST and all related HTST policies and procedures.

10. I agree to follow HTST policies and procedures.
ACKNOWLEDGEMENT
(Please Print Clearly)

I __________________________________ (Employee) on ______________________ (Date)
at __________________________________________ (Location) acknowledge that I have read and understand these rules on proper HTST usage.

__________________________
Employee’s Printed Name

__________________________  ______________
Employee’s Signature  Title

__________________________
Supervisor/Coordinator Printed Name

__________________________  ______________
Employee’s Supervisor/Academy Coordinator Signature  Title
HTST Qualified Trainer Agreement

I, ____________________________, agree to adhere to the following protocol for the scheduling and delivery of the ½ day HTST training session:

All training sessions will be scheduled through the HTST trainer. The trainer shall work in conjunction with HQ and the training location to reserve appropriate training space. The trainer shall also work with the area DIO to ensure their availability to conduct any necessary corresponding training.

Prior to the training session:

- Ensure you have all training materials prepared for your training:
  - HTST Trainer Binder with the following inside:
    - Trainer PowerPoint with training notes and scripts to reference
    - Trainee Agenda
    - HTST Administration Guide
    - Sign-in Sheet(s)
    - Trainer Evaluation
  - Password Encrypted Jump Drive with PowerPoint and other materials
  - Laptop
  - Speakers
  - Projector

Training Requirements:

- Training must be scheduled for a 4-hour block. The first 3 hours and 5 minutes is the HTST curriculum. Training may end earlier, but should be scheduled for the full duration. Training must contain a minimum of 6 trainees or the training should be cancelled. The trainer to trainee ratio is 1:20.

After the training session:

- Scan Sign in Sheet(s) and email to Bethany Gilot at Bethany.Brimer@djj.state.fl.us. Send Original Sign In Sheet(s) to Bethany Gilot at 2737 Centerview Drive, Tallahassee, FL, 32399.
Maintaining Certification:

To remain in good standing one must:

- Deliver a HTST training session at least twice every 365 days (rolling year certification). This session will be available and open to all appropriate DJJ and provider staff needing the training and will be available for open registration through SkillPro and coordinated as described above.

- Participate in scheduled conference calls.

- Adhere to the HTST Qualified Trainer Agreement every time you deliver a training session. (Third failure to comply with the Qualified Trainer Agreement will result in loss of DJJ Certification as a Qualified Trainer).

- Training sessions will be observed at random for Fidelity Monitoring.

______________________________  ________________________________
Trainer Signature/Date                     DJJ Administrator Signature/Date